

EDUARDO CEJA

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SKILLS

Adaptability | Time Management | Customer Service | Proactive
Microsoft Word | Microsoft Excel | Microsoft PowerPoint | Google Docs | Google Sheets
Adobe Acrobat | Adobe Premier Pro | AVID | Final Draft | Movie Magic Budgeting/Scheduling
Google Analytics | Epicor ERP | ETQ Reliance
English | Spanish

EXPERIENCE

NEOTech, Chatsworth, CA | Document Control Analyst

February 2017 – Present

- Contributed to the formulation and implementation of departmental procedures and work instructions in an ISO-regulated environment and in compliance with other QMS standards.
- Registered documents, maintained databases, produced logs, transmittals, and other reports using standard document management software.
- Retrieved files for employees and clients as needed, as well as controlled the flow of documents into and out of the department.
- Supported the maintenance, distribution, and archiving of all technical product and system documentation.
- Communicated with internal teams on any discrepancies and resolved them in a timely manner.
- Provided administrative support to ensure efficient operation of departments.
- Inspected and modified documents with strong attention to detail for accuracy.
- Verified internal data by comparing it to the client's source documents.
- Ensured the secure destruction and disposal of sensitive records.

NEOTech, Chatsworth, CA | Test Technician

September 2016 – February 2017

- Integrated a new testing program for microelectronic parts, resulting in a 40% reduction in test time per unit.
- Determined the best strategy for an effective corrective action after identifying component and part failures.
- Performed alignment checks, calibrations, and quality inspection points to comply with customer specifications.
- Streamlined testing, troubleshooting, and rework by utilizing standardized tools and electronic equipment.

EDUCATION

University of Florida | Online

August 2021 – May 2023

Master of Arts – Digital Marketing and Strategy

California State University, Northridge | Northridge, CA

August 2016 – May 2020

Bachelor of Arts – Cinema and Television Arts w/ a specialization in Television Production and Media Management

- Magna Cum Laude | Overall GPA: 3.79

CERTIFICATIONS

Fundamentals of Digital Marketing Certification, Google

October 2020

Google Analytics IQ Certification, Google

November 2020

Social Media Marketing Certification, HubSpot

January 2021

Inbound Marketing Certification, HubSpot

February 2021